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Iowa Statewide Emergency Solutions Grant (ESG)

Competition Information for Calendar Year 2017

May 24, 2016, 1 p.m.

About Today's Webinar

- Webinar will be recorded, if technology cooperates. Slides and a recording will be posted online afterwards.
- Information is neither intended to substitute for nor fully explain the full federal regulations. When in doubt, reference the federal regulations.
- Presenter:
  - Amber Lewis
- Topics:
  - General ESG
  - This competition
  - Application process

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GENERAL ESG

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WHAT IS ESG?
The Purpose of the ESG Program

- A federal program of the U.S. Department of Housing and Urban Development
- To assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

www.onecpd.info/esg/

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Eligible Applicants/Projects

- Eligible applicants:
  - Units of general purpose local government (not public housing agencies)
  - Private nonprofit agencies

- Projects must serve clients that qualify as:
  - Homeless
    - HUD definition at 24 CFR Part 91

    or
  - At-Risk of Homelessness
    - HUD definition at 24 CFR Part 576

WHAT IS ESG?

"Performance Indicators" of the HEARTH Act

- Length of time homeless
- Recidivism (subsequent return to homelessness)
- Access/coverage (thoroughness in reaching persons who are homeless)
- Overall reduction in number of persons who experience homelessness
- Job and income growth for persons who are homeless
- Reduction in first time homeless
- Other accomplishments related to reducing homelessness

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Eligible Activities

- Street Outreach
- Shelter
- Homelessness Prevention
- Rapid Rehousing
- Data Collection/Reporting
- Administration

Street Outreach

- Essential services for unsheltered homeless persons.
  - Connecting persons with emergency shelter, housing, or critical services.
  - Providing urgent, non-facility-based care to unsheltered homeless persons who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
  - Category 1 of HUD's definition of homelessness.
  - Engagement, case management, emergency health services, emergency mental health services, transportation.

Shelter

- Includes:
  - Essential Services for clients
    - Case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment, transportation, and services for special populations
  - Operations for Emergency Shelters
    - Maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies
    - Can also include hotel or motel voucher if no emergency shelter available
- Categories 1, 2, 3, or 4 of HUD's definition of homelessness.

Transitional Housing/Shelter

- Interim Regulations define Emergency Shelter to include a "hold harmless" provision for transitional shelter projects, IF they were funded with federal FY 2010 ESG funds.
- For the Iowa Statewide ESG program, Federal FY 2010 ESG funds were allocated for the period from July 1 – December 31, 2010.
- Currently "grandfathered in" for eligibility as Shelters.
- If they meet all other qualifications, such projects may apply in the Shelter category for 2017.
- Always a topic of discussion and debate! May change in future. Looking for consistency with HUD's direction for the CoC Program.

Homelessness Prevention and/or Rapid Rehousing

- Homelessness Prevention
  - Categories 2, 3, or 4 of HUD's definition of homelessness
    - https://www.onecpd.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

    or
  - HUD's definition of At Risk of Homelessness.
    - https://www.onecpd.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf

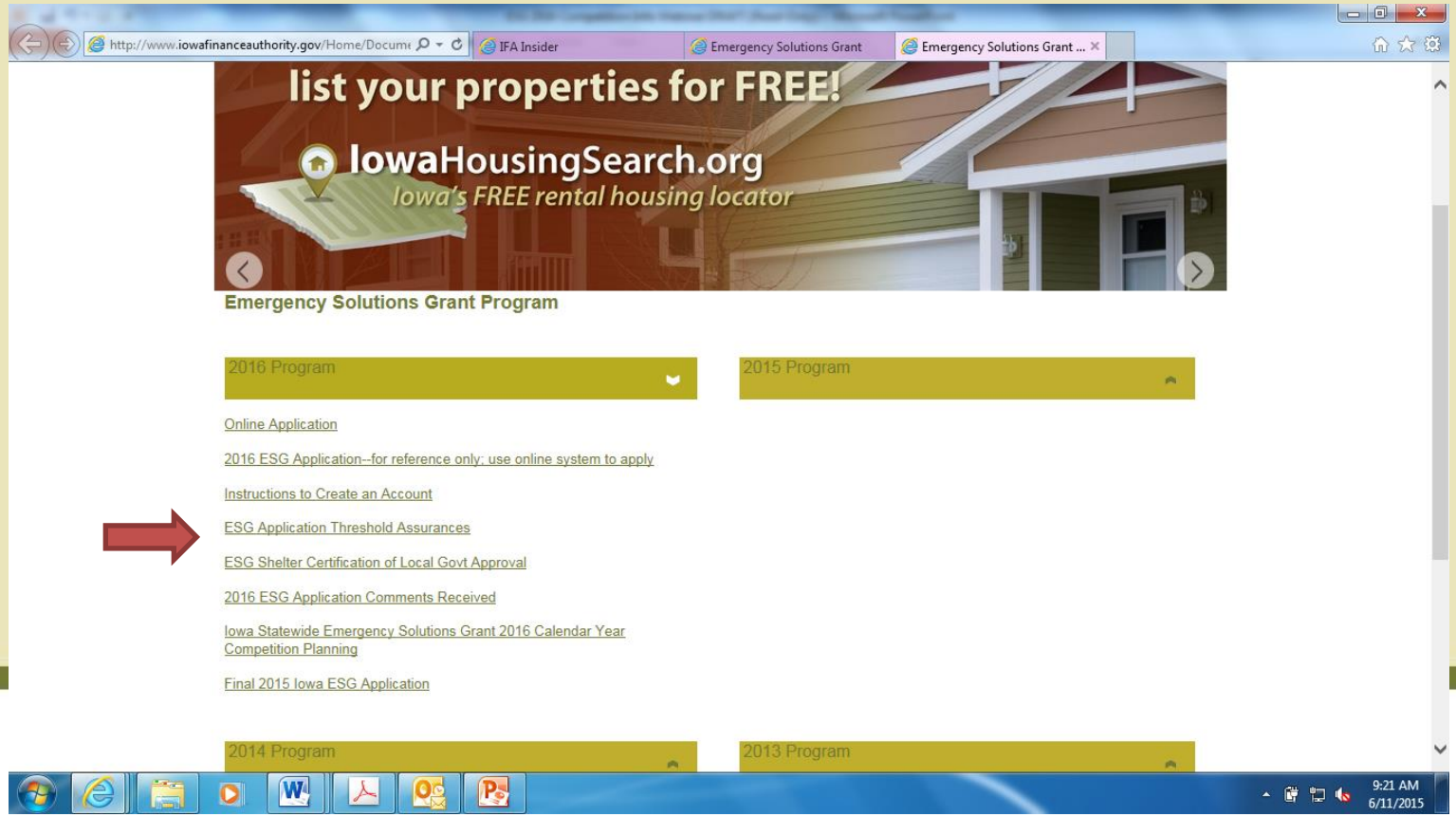
- Rapid Rehousing
  - Category 1 of HUD's definition of homelessness.
    - First link above

Homelessness Prevention and/or Rapid Rehousing

- Rental Assistance: Short-term, medium-term or arrears
- Financial Assistance:
  - Rental application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs
- Housing Relocation and Stabilization Services
  - Housing search and placement, housing stability case management, mediation, legal services, credit repair

Program Regulations

- ESG Threshold Assurances: some key program requirements



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Requirements

- Review the grantee ESG Training Webinar for more information:

http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/49

Section for “2016 Program”

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Requirements

- Examples of specific requirements for agencies providing assistance:
  - Shelters:
    - Lead-based paint visual assessments and compliance
    - Habitability standards
    - Prohibition against involuntary family separation based on ages of children
  - Homelessness Prevention and/or Rapid Rehousing:
    - For all assistance provided:
      - Income calculations and limitations (no more than 30% Area Median Income; exception at intake for rapid rehousing assistance only)
      - Monthly case management requirements
      - Client re-certifications for ongoing assistance
      - Restrictions on use with other subsidies
      - Limitation on period of assistance
      - Lead-based paint visual assessments and compliance
      - Habitability standards
    - Additional requirements if rental assistance provided:
      - Fair Market Rents
      - Rent Reasonableness
      - Rental assistance agreements
      - Leases

More Requirements

- Data collection and reporting
- Matching contributions
- Documentation of homelessness/at-risk of homelessness
- Confidentiality
- Accessibility
- Termination of assistance
- Coordination with other homeless services
- Access to mainstream services and resources
- Requirements for religious organizations
- Coordinated entry
- Involvement of homeless individuals
- Development of written standards for determining assistance

And Still More Requirements

- Nondiscrimination and Equal Opportunity
- Fair Housing Requirements
- Nondiscrimination by Age
- Affirmative Action
- Affirmative Outreach
- Job Training and Employment for Low-income Residents
- Uniform Administrative Requirements
- Solid Waste Disposal Act/Resource Conservation and Recovery Act
- Drug-Free Workplace
- Limitation on Contracting

Data Collection

- Data collection required. Clients may refuse any information, but agencies must ask.
- Must enter data in the Iowa ServicePoint Homeless Management Information System (HMIS)
- DV providers must use a comparable database instead:
  - Currently, most use the Iowa ServicePoint DV Database.
  - Client Track through CVAD is a new database that may be in place for the 2017 year. We don't know yet if this will work for ESG. We'll know more later this year. Will finalize requirements at that time.
  - Apricot has not worked, and won't be allowed!
- Must follow confidentiality and security policies for data collection.

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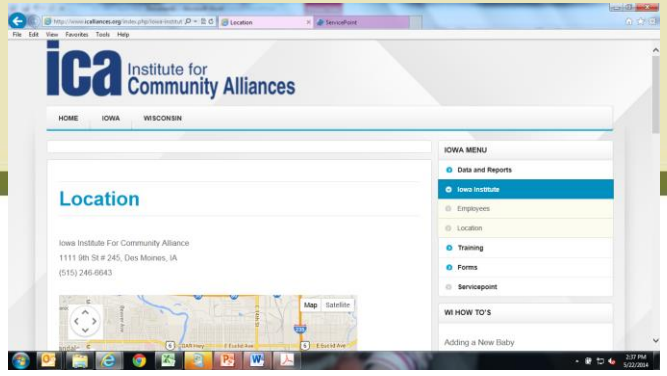

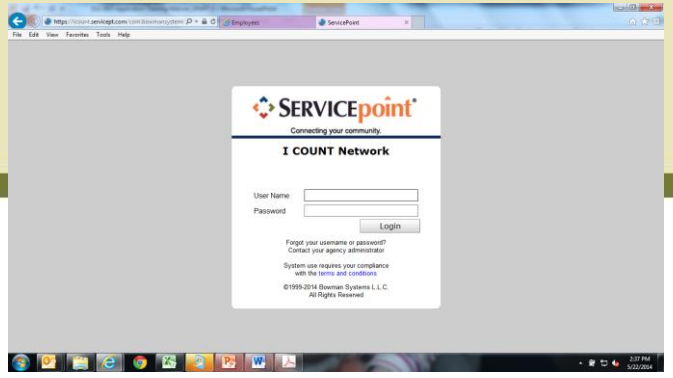

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Data Reporting

Two kinds of reports:

- Data quality/completeness
  - Monthly or quarterly
  - Submit to IFA with draw requests
- Performance
  - Monthly or quarterly
  - Submit to the Institute for Community Alliances

WHAT IS ESG?

Coordinated Entry

- Required to participate
- Begins when the Continuum of Care (CoC) has an approved system
  - Des Moines CoC—yes!
  - Sioux City CoC—in progress
  - Council Bluffs (Omaha CoC)—yes
  - Iowa Balance of State CoC—in progress

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THE 2017 COMPETITION

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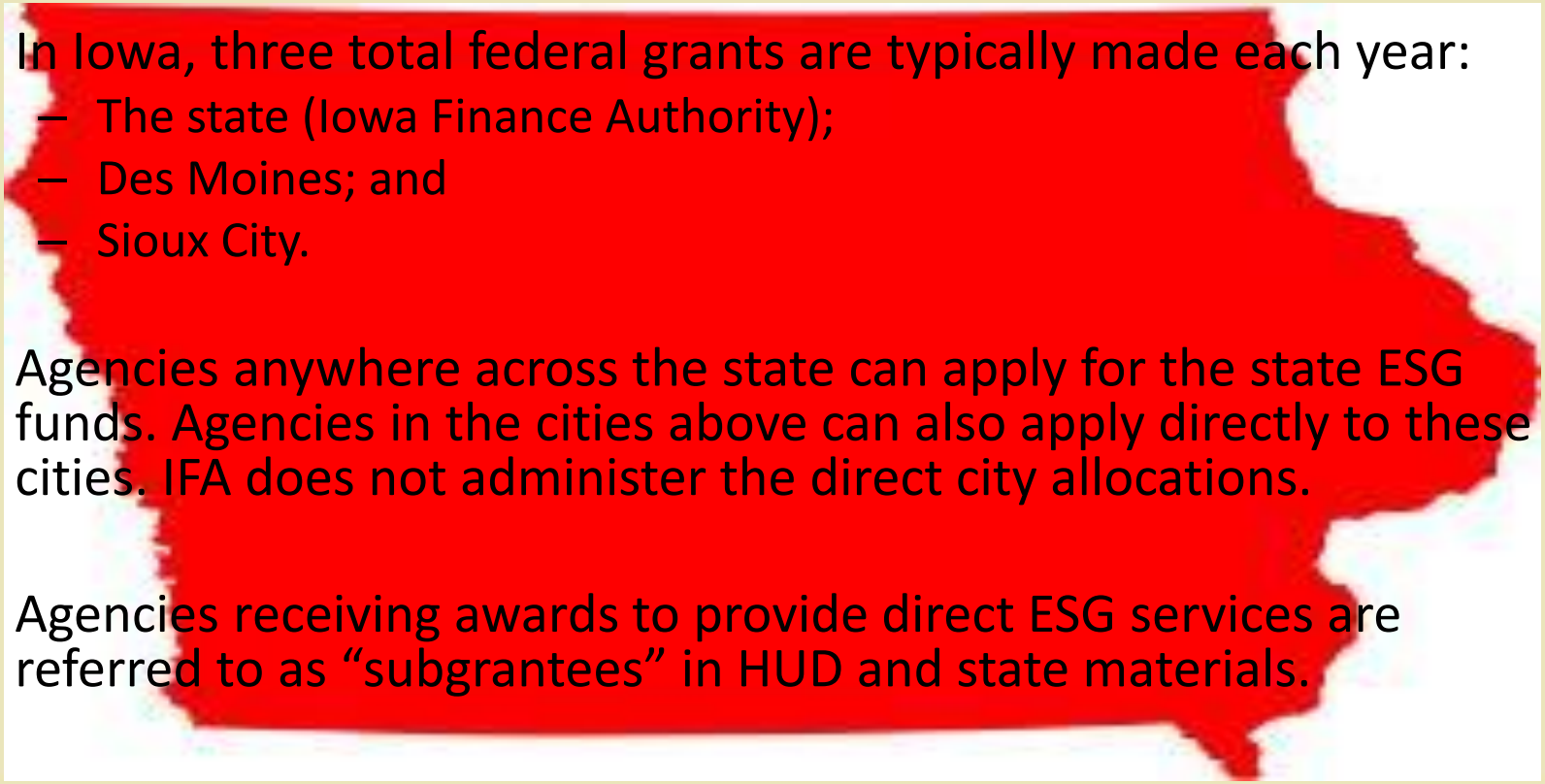
ESG in Iowa



- In Iowa, three total federal grants are typically made each year:
  - The state (Iowa Finance Authority);
  - Des Moines; and
  - Sioux City.
- Agencies anywhere across the state can apply for the state ESG funds. Agencies in the cities above can also apply directly to these cities. IFA does not administer the direct city allocations.
- Agencies receiving awards to provide direct ESG services are referred to as “subgrantees” in HUD and state materials.

Calendar Year 2017 Competition

Iowa statewide ESG stakeholder collaboration:

- Public comment process
- Comments received this year
- Comments posted online with responses

Calendar Year 2017 Competition

Deadline for Applications:

Friday, June 24, 2016 4:30 P.M.!

- No late submissions allowed!
- Don't wait until the last day—several in the system at once make it slower.

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Award Period

January 1, 2017 – December 31, 2017

No extensions allowed—only request what you can really use!

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THE 2017 COMPETITION

Grant Awards and Amounts

- Source: HUD Federal Fiscal Year 2016 Allocation, plus carryover
- Approximately $2,400,000 available
- $1,000,000 prioritized for Rapid Rehousing
- Approximately 20 - 40 awards
- Range:
  - Minimum: $30,000
  - Maximum: $150,000
  - Maximum in any single category: $100,000
  - Requests outside this range may not be reviewed.
- Data Collection/Reporting: up to 5%
- Administration: up to 2%
- One application per agency (if a nonprofit agency, recognized independently by the Iowa Secretary of State

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The Matching Challenge

– Matching contributions

- 75% match required, cash or non-cash
- Example: $100,000 grant; $75,000 required match contribution
- Consider both sources and uses—will have to document both to receive reimbursement
- Matching contributions must meet all requirements of ESG program, and must be used to further the ESG program.

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THE 2017 COMPETITION

ESG and SAF

- Shelter Assistance Fund (SAF) supports costs of operations of homeless and domestic violence shelters.

- SAF competition for 2017: anticipate opening in late July or August—around the time that ESG awards are announced. Goal to finalize ESG awards on August 3rd (IFA Board).

- Only agencies that do not receive ESG may apply for SAF.

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THE 2017 COMPETITION

ESG and SAF

- Should your agency wait and only apply for SAF?
  - Only Shelter is supported with SAF—not Street Outreach, Rapid Rehousing, or Homelessness Prevention
  - Less $$ with SAF:
    - SAF awards are generally smaller.
    - SAF total amount available ≈ $900,000
    - ESG total amount available currently ≈ $2,400,000
  - ESG score details can help for SAF

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THE 2017 COMPETITION

Grant Management Requirements

- Initial grant training
- Quarterly required conference calls
- Funds paid on a reimbursement basis
- At least quarterly reimbursement (draw) requests, with full documentation of grant and match expenditures
- At least quarterly data completion reports
- Quarterly performance reports
- Occasional on-site monitoring
- Year-end reporting
- Other

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APPLICATION PROCESS

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The HAP System

- The Homeless Assistance Program (HAP) system is the Iowa Finance Authority's online system used to submit applications.

Accessing the HAP System

- ESG "Forms and Resources" page
- "2017 Program" section
- "Online Application"

https://iowafinanceauthority.iowa.gov/secure/HAP/login.aspx

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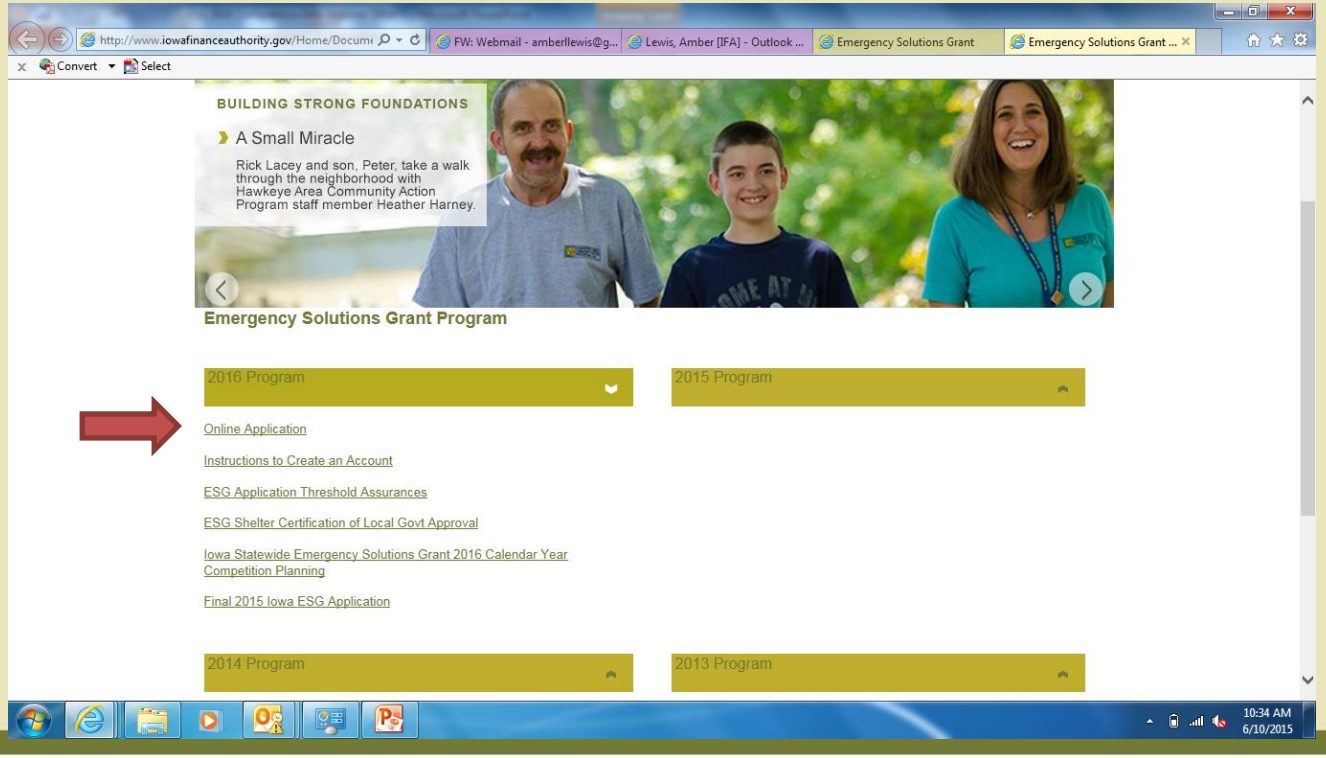
APPLICATION PROCESS

Accessing the HAP System



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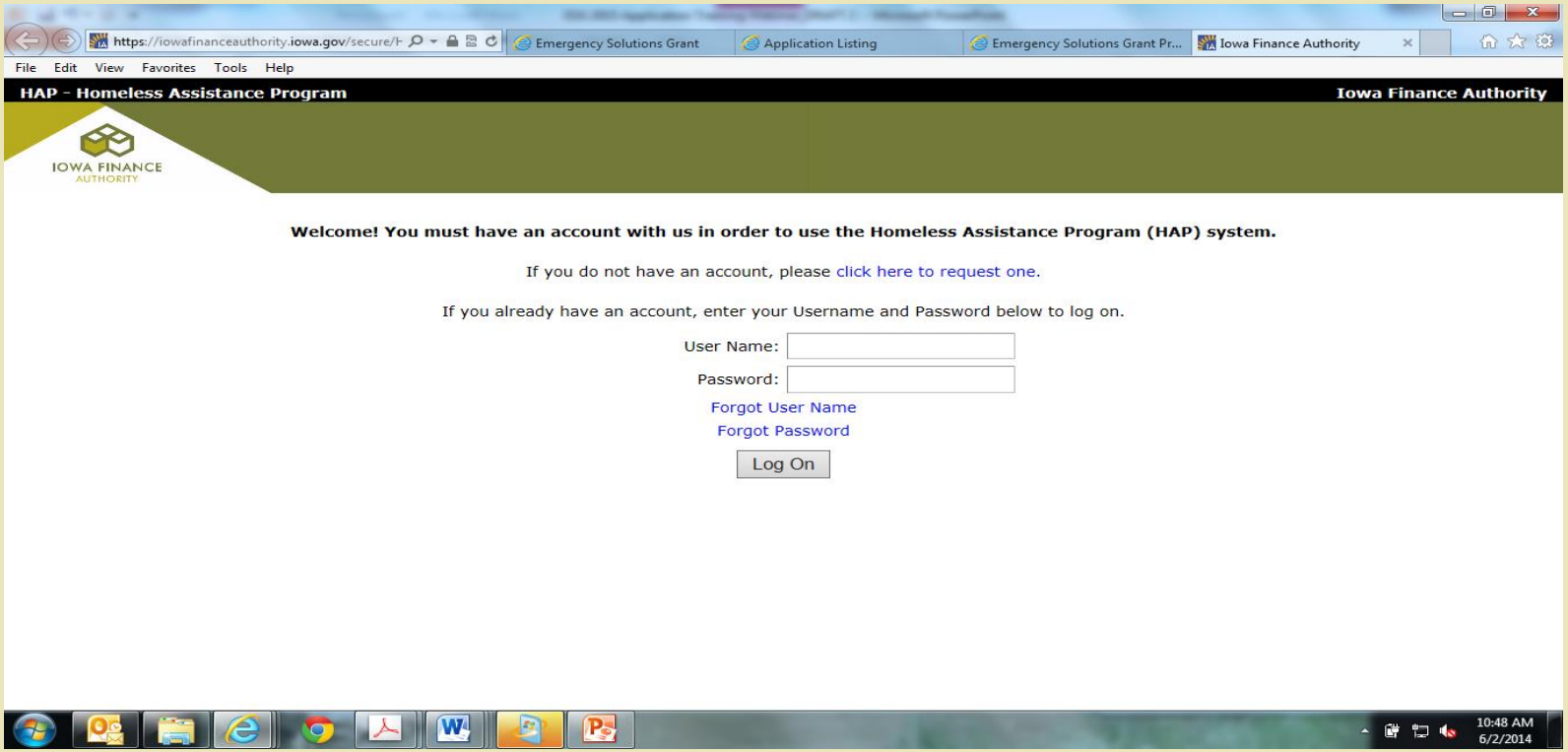
APPLICATION PROCESS

Logging In/Creating an Account



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Setting up a HAP System Account

- Click on link for Instructions to Create an Account

- May use same account, with username and password, as last year

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Application Instructions

- Start new application
- Navigate at left
- Start with Competition Information/Instructions section
- Can save, print, etc.
- Submit when complete

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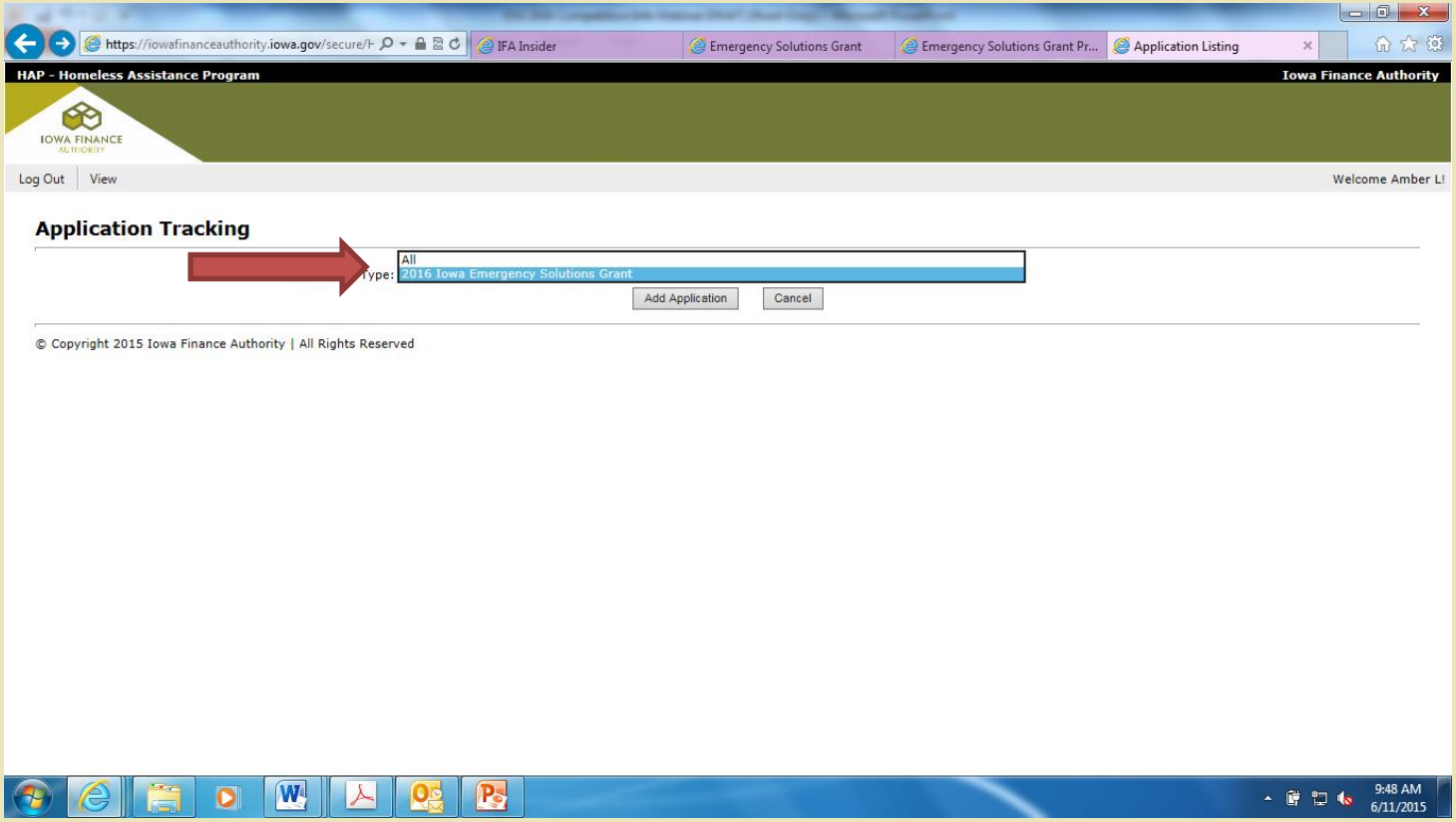
APPLICATION PROCESS

Creating a New Application



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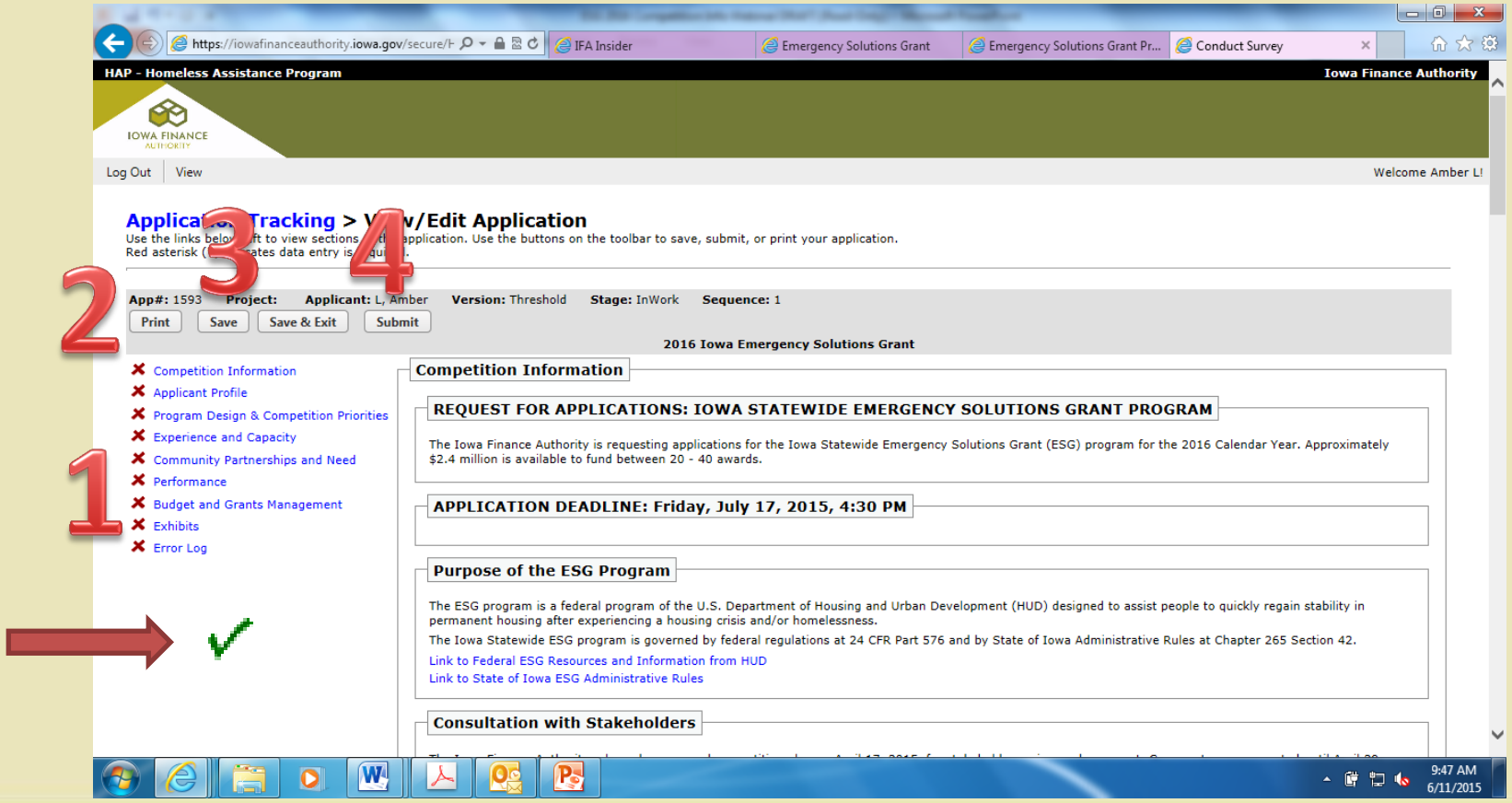
APPLICATION PROCESS

Navigating the System



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New/Different

- Some differences in questions throughout
- Change in structure of competition priorities

HMIS Report Instructions

- Required in the Performance section
- Coming soon for Service Point agencies
- Will be posted to the “Forms & Resources” page

APPLICATION PROCESS

Helpful Hints

- Use Word for spell-check, etc., then copy
- Review required Exhibits early—last page
- Pay attention to point totals—spend more time on questions worth more
- Review structure: each reviewer reviews ALL applications, only one section
  - Don't assume you already covered something in another section
- Give specific examples
- Have at least one other person review application before submitting
- Save periodically to avoid timing out
- Remember guideline for response length
- Remember deadline: **Friday, June 24, 2016 4:30 P.M.!**

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APPLICATION PROCESS

Common Missteps to Avoid

- "Compilation Report" rather than Reviewed Financial Statements or Audit—not sufficient!
- Financial Statements by a board member, rather than an independent CPA.
- Leaving out the management letter of the audit.
- Failing to identify and explain audit findings in the application narrative (Exp/Cap section).
- Uploading the wrong attachments.
- Uploading only the first page of attachments.
- Asking for an amount outside the acceptable range.
- Including a 990 or financial statements that are too old/out of date.
- Uploading an IRS nonprofit determination letter rather than the required Iowa Sec'y of State Certificate of Standing.

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Questions

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